

## NOTICE TO CONSULTANTS REQUEST FOR PROFESSIONAL SERVICES

The City and County of Honolulu (City), Department of Transportation Services plans to use professional services in the practice of transportation planning and engineering to conduct Alternatives Analysis (AA) and prepare Draft Environmental Impact Statement (DEIS) document(s) to support the selection of a locally preferred high capacity transportation alternative for Oahu. Funding for the work is anticipated in the City's FY 2006 Executive Capital Budget and Program. U.S. Department of Transportation, Federal Transit Administration (FTA) assistance will be requested to supplement the local funds. Therefore, FTA's requirements, including the Disadvantaged Business Enterprise (DBE) program requirements, will apply to the contract.

The objective of this project is to provide planning and engineering services to: 1) conduct AA; 2) prepare environmental document(s) following current regulatory and administrative requirements for FTA's New Starts Program, and pursuant to Hawaii Revised Statutes Chapter 343; and 3) develop conceptual engineering design(s) of the project(s) identified, to support the environmental document(s).

The AA/DEIS effort will include the following tasks: 1) conduct island-wide public meetings to solicit input to form the future transportation plan for the primary corridor from Ewa to East Honolulu, and connections to the other areas of Oahu; 2) complete AA and DEIS documents which identify and evaluate significant transportation project(s); and 3) support the City in preparing reports required by the FTA.

The City and County of Honolulu, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all interested firms that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit materials in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

### SUBMITTAL MATERIALS REQUIREMENT

1. Letter of interest.
2. Information on the firm:
  - a. Name of the firm, the principal place of business, and location of all of its offices;
  - b. The age of the firm and its average number of employees over the past five years;
  - c. The education, training, and qualifications of key members of the firm;


- d. The names of five clients who may be contacted, including at least two for whom services were rendered during the preceding year, preferably for projects similar to this project; and
  - e. Past record of performance on contracts with respect to cost control, quality of work, and ability to meet schedules.
3. Other related information:
- a. Proposed staff commitment, including any sub-consultants, and descriptions of their roles and responsibilities;
  - b. Qualifications/experience and capabilities of the proposed staff, including any sub-consultants. The information provided shall, at minimum, include:  
(1) substantial involvement in public outreach/involvement programs in relation to transportation plan development, (2) AA/DEIS completed for New Starts transit systems, and (3) preparation of conceptual engineering design plans for fixed guideway transit systems by licensed professional engineer(s);
  - c. Qualifications/experience and capabilities of the firm with respect to the tasks related to the project. Provide a list of transportation planning/engineering projects undertaken and completed within the past five years. Include the owners of the projects, dates, the cost of the projects, the scope of services performed, and if the projects were undertaken with Federal funds;
  - d. The proposed approach to conduct the project;
  - e. The firm's proposed DBE goal for the project and how it intends to meet the proposed goal; and
  - f. Any other pertinent information that should be considered in the evaluation of the firm's qualifications.
4. Additional materials to be submitted but are not required:  
Promotional material such as photos and brochures or descriptive literature.

#### DEADLINE

1. An original and six (6) copies of the SUBMITTAL MATERIALS packet shall be submitted no later than May 16, 2005, 4:30 p.m., Hawaii Standard Time, to:  
  
Mr. Toru Hamayasu, Chief Planner  
Transportation Planning Division  
Department of Transportation Services  
650 South King Street, 3<sup>rd</sup> Floor  
Honolulu, Hawaii 96813
2. No facsimiles will be considered. The contract for this project will only be awarded to a firm that demonstrates the ability to provide all of the services required for the project. SUBMITTAL MATERIALS submitted for only parts of the project will be considered non-responsive to this notice.

Any inquiry regarding the services required shall be directed in writing to Mr. Toru Hamayasu, Transportation Planning Division, Department of Transportation Services, at the above address, or Ms. Deanna Chang at E-mail address [dchang@honolulu.gov](mailto:dchang@honolulu.gov).



MARY PATRICIA WATERHOUSE, DIRECTOR  
Department of Budget and Fiscal Services  
By order of MUFI HANNEMANN, MAYOR   
City and County of Honolulu